

~~CONFIDENTIAL~~

26 December 1957

MEMORANDUM FOR [REDACTED]

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SUBJECT: Conference with [REDACTED] on 23 December 1957

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In case you didn't take any notes you may wish to avail yourself of some of the points which I took down:

1. Chief, Publications Division, OBI is [REDACTED], although we will want to touch base with [REDACTED] and possibly the Executive Officer, [REDACTED]. The man who has the detailed information on requirements levied or to be levied on the Administration Building Printing Plant is [REDACTED]

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2. The second biggest customer of the Plant is Cartography Division under [REDACTED], and a considerable amount of his work is for the NIS Program.

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3. [REDACTED] is the head of the Plant and [REDACTED] (Ext. 4421) is a contact there for information.

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4. In addition to the increased volume of work one of the other problems which has increased the workload is the continually rising standards of the printing where OBI is requiring higher quality and is asking for reprints when the work doesn't quite come up to their standards.

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5. The average personnel on board in the Plant was [REDACTED] in 1956 and [REDACTED] in 1957, but they are now down to [REDACTED]

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6. The Printing Services Division has a ceiling of [REDACTED] on board, and the ceiling for the Administration Plant is [REDACTED]

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7. The cut of 11 in ceiling which was levied on the Printing Services Division was not allocated to any particular plant in view of the fact that the on duty figure was below the ceiling.

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[REDACTED]

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